



Job Posting

Position Title: Building Maintenance Worker 2*-NE (020747)

Reports To: Timothy Taylor

Location:

TN School for the Blind
115 Stewarts Ferry Pike
Donelson, TN 37214

Job Overview: Under general supervision, performs semi-skilled and skilled building maintenance work of average difficulty; and performs related work as required.

Position Description:

An employee in this class performs a variety of tasks including painting, carpentry, plumbing, electrical, masonry, and general mechanical repair work. This class differs from that of Building Maintenance Worker I in that an incumbent of the latter works under immediate supervision and performs unskilled and semi-skilled building maintenance work. This class differs from that of a Building Maintenance Worker 3 in that an incumbent of the latter is a lead worker.

Specific Position Responsibilities:

- Rewire electrical outlets and breaker boxes
- Performs routine electrical tasks such as replacing light bulbs, ballasts, low voltage transformers, power poles, receptacles, and wall switches
- Repair windows, doors, flooring, woodwork, drywall or other parts of building structures
- Performs basic carpentry such as repairing doors, gates, broken windows, and installing bulletin boards, hanging drywall, building walls, minor roofing repair, building shelves, and caulking



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- Polices grounds
- Performs minor HVAC repair such as changing belts, filters, or motors
- Performs minor construction projects
- Performs plumbing tasks such as unstopping commodes, replacing fixtures, drains, and repairing leaks
- Performs landscaping tasks such as planting flowers, mowing, sharpening mower blades, and changing mower oil and oil filters
- Performing janitorial tasks such as floor buffing, power washing, wall cleaning, vent cleaning, sink and mirror cleaning, supply restocking, and shampooing carpet
- Performs basic welding
- Removes trash and cleans trash cans

Monitor Processes, Materials, or Surroundings:

- Review preventative maintenance plans in order to perform routine preventative maintenance to ensure that equipment continues to run smoothly, building systems operate efficiently, and/or the physical condition of building does not deteriorate
- Performs daily walk through/inspection of facilities to ensure proper working conditions
- Assists in performing inventory of work related supplies and materials

Communication with Supervisors, Peers, or Subordinates:

- Provides direction and oversight to others as needed
- Reports to supervisor the inventory of cleaning supplies, repair tools, or replacement parts

Getting Information

- Reads work orders, receives instructions from supervisors, or previous shift workers to determine work requirements

Communicating with Persons Outside the Organization



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- Communicates with outside vendors and customers to provide basic customer service and direct persons to appropriate solutions and answers

Operating Vehicles, Mechanized Devices, or Equipment:

- May operate state issued pick-up truck, golf cart, watercraft, or other vehicle

Estimating the Quantifiable Characteristics of Products, Events, or Information:

- Performs repair work using diagrams, drawings, or maintenance manuals
- Assists supervisor in determining supplies or materials needed to perform work activities

Provide Consultation and Advice to Others:

- Provides expert advice to members and agency SLB coordinators regarding the payment and application process
- Provides input regarding sub-processes in determining and maintaining files for process improvements

Handling and Moving Objects:

- Assists in unloading supplies, tools, and equipment
- Moves objects such as large furniture, file cabinets, cubicles, chairs, desks, and bookshelves
- Restock maintenance supplies
- Sets up cubicle spaces, conference rooms, and areas for special events

Documenting/Recording Information

- Records routine reports on time expended and materials used

Interacting with Computers

- Uses human resource software to enter time worked and leave requests

Qualifications:

- High School Diploma or GED [REQUIRED]



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- College degree in related field [preferred]
- Experience equivalent to three years of full-time increasingly skilled labor and trade work including, at least, two years in building maintenance work
- Must possess a valid driver's license

Competencies (KSA's)

- Time Management
- Action Oriented
- Drive for Results
- Perseverance
- Customer Focus
- Integrity and Trust
- Peer Relationships
- Self-Development
- Boss Relationships
- Self-knowledge

KNOWLEDGE, SKILLS, ABILITIES:

- Basic knowledge of Building and Construction
- Basic knowledge of design
- Basic knowledge of Mechanical
- Basic knowledge of public safety and security
- Active learning
- Active listening
- Equipment Maintenance
- Equipment Selection
- Mathematics
- Reading Comprehension
- Repairing
- Troubleshooting

Tools and Equipment Used:



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- Basic Hand Tools
- Basic Power Tools
- Carpet Cleaners
- Floor Buffers
- Janitorial Equipment
- Landscaping Tools
- Volt Meters

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

CONDITIONS OF EMPLOYMENT:

- Selected applicants must verify experience / highest degree held.
- Direct deposit of paycheck on a 12-month schedule is required.
- TSB is a non-smoking facility in its entirety.
- Selected applicant must comply with the State of Tennessee Employee Drug-Free Workplace Policy, and other policies.
- As required by the Immigration Reform and Control Act (IRCA), selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.
- Selected applicant(s) will be required to submit to and pass a TBI/FBI background check, to include Tennessee and Federal criminal history checks, child abuse records, employment verification, and professional/personal reference checks.

Salary and Benefits:



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Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Noranda.French@tsbtigers.org. Applications are due by October 2nd.

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